

YOUR LETTERHEAD

DATE

Name
Address
City, State ZIP

Dear []:

Thank you for interviewing for the {name of position} position in the {name of department} department at Rutgers University-Camden.

We were fortunate to have many well-qualified candidates apply for this position. Although we were impressed with your level of qualifications, I write to inform you that we have selected a candidate whom we believe more closely matches the job requirements of the position.

I encourage you to continue to seek opportunities at <https://jobs.rutgers.edu> and apply to those positions for which you feel you are qualified. Again, thank you for your interest in this position.

Sincerely,

Manager
Department